

STATEWIDE INFORMATION SYSTEMS POLICY

Statewide Policy: PC Replacement Cycle

Product ID: ENT-PCS-010

Effective Date: September 15, 1998

Approved: LOIS MENZIES, Director Department of Administration

Replaces & Supersedes: This policy supercedes any prior enterprise policies for establishing and implementing information technology (IT) policies and standards.

I. Authorizations, Roles, & Responsibilities

Pursuant to the Montana Information Technology Act ("MITA") (Title 2, Chapter 17, Part 5 of the Montana Code Annotated ("MCA"), it is the policy of the state that information technology be used to improve the quality of life of Montana citizens, and that such improvement is to be realized by protecting individual privacy and the privacy of the information contained within the state's information technology systems. [§2-17-505\(1\), MCA](#). It is also the policy of the state that the development of information technology resources be conducted in an organized, deliberative, and cost-effective manner, which necessitates the development of statewide information technology policies, standards, procedures, and guidelines applicable to all state agencies and others using the state network. It is also anticipated that State information technology systems will be developed in cooperation with the federal government and local governments with the objective of providing seamless access to information and services to the greatest degree possible. [§2-17-505\(2\), MCA](#).

Department of Administration: Under MITA, the Department of Administration ("DOA") is responsible for carrying out the planning and program responsibilities for information technology for state government (except the national guard), including for establishing and enforcing a state strategic information technology plan and establishing and enforcing statewide information technology policies and standards. DOA is responsible for implementing MITA and all other laws for the use of information technology in state government. The director of DOA has appointed the chief information officer to assist in carrying out the department's information technology duties. [§2-17-512, MCA](#).

Department Heads: Each department head is responsible for ensuring an adequate level of security for all data within their department. [§2-15-114, MCA](#).

II. Policy - Requirements

This policy applies to personal computers attached to the state network and personal computers needing to fully participate in the information technology enterprise.

Every personal computer will be replaced with a new computer a minimum of once every four years. At the time of purchase, the new computer must meet the minimum level of technology set by the Department of Administration's Information Technology Services Division (ITSD) for new personal computer purchases. The minimum level of technology for new personal computer purchases will be based on contractual agreements as well as input from the Information Technology Managers Council (ITMC). The current minimum level will be reviewed at least once a year and will always be located on ITSD's web site.

ITSD support is structured around the four year replacement cycle. The highest level of support is provided for software and hardware less than four years old.

A. Background - History On The Creation Of Or Changes To This Policy

The Information Technology Advisory Council (ITAC) has been dealing with the minimum level of technology issue since 1996. The ITAC Coordination Task Force made recommendations on this issue to ITAC in June, 1996. In April, 1998 ISD presented an executive planning process (EPP) proposal to centrally fund personal computer purchases. This policy was requested by ITAC to address the minimum level of technology issue rather than centrally funding new personal computer purchases through the ISD network rate.

B. Guidelines - Recommendations, Not Requirements

It is recommended agencies follow this policy for all personal computers and that a similar policy be put in place to address network servers.

Agencies are encouraged to compare the cost of supporting hardware and software older than four years to the cost of purchasing new hardware and software. The purchase cost is generally less than the support costs for old hardware and software.

Changing business practices, new technology, and new software applications often dictate the level of technology necessary for personal computers. These factors often force a more frequent replacement cycle than once every four years for employees affected by the changing business practices or those using the new technology or software. Before a major change in systems or applications is adopted, careful consideration should be given to any corresponding change in hardware requirements.

C. Change Control and Exceptions

Policy changes or exceptions are governed by the Procedure for Establishing and Implementing Statewide Information Technology Policies and Standards. Requests for a review or change to this policy are made by submitting an [Action Request](#) form. Requests for exceptions are made by submitting an [Exception Request](#) form. Changes to policies and standards will be prioritized and acted upon based on impact and need.

III. Close

For questions or comments about this instrument, contact the Information Technology Services Division at [ITSD Service Desk](#), or:

Chief Information Officer
PO Box 200113
Helena, MT 59620-0113
(406) 444-2700
FAX: (406) 444-2701

IV. Cross-Reference Guide

A. State/Federal Laws

- [2-17-505\(1\)](#) – Policy
- [2-17-514\(1\)](#) – Enforcement
- [§2-17-505\(2\), MCA](#)
- [§2-17-512, MCA](#)
- [§2-15-114, MCA](#)
- 2-17-501, MCA - *(repealed)*
- 2-17-503, MCA - *(renumbered)*

B. State Policies (IT Policies, MOM Policies, ARM Policies)

- [2-15-112, MCA](#)
- [ARM 2.13.101 - 2.13.107](#) - Regulation of Communication Facilities
- [MOM 3-0130 Discipline](#)
- [ARM 2.12.206](#) Establishing Policies, Standards, Procedures and Guidelines.

C. IT Procedures or Guidelines Supporting this Policy

- [Policy: Establishing and Implementing Statewide Information Technology Policies and Standards](#)

- [Procedure: Establishing and Implementing Statewide Information Technology Policies and Standards](#)

V. Administrative Use

Product ID:	ENT-PCS-010
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Version:	1.1
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Change & Review Contact:	ITSD Service Desk
Review Criteria:	Event Review: Any event affecting this policy may initiate a review. Such events may include a change in statute, key staff changes or a request for review or change.
Scheduled Review Date:	July 1, 2013
Last Review/Revision:	Reviewed July 11, 2008. Non-material changes are necessary.
Change Record:	July 11, 2008 – Non-material changes made: <ul style="list-style-type: none">- Standardize instrument format and common components.- Changed to reflect next review date.